



JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111

Job Opportunity Number 04-093

WISCONSIN ARMY NATIONAL GUARD

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 8 July 2004	CLOSING DATE: 22 July 2004
POSITION: Supply Technician , Position Description Control Number 70063000, GS-2005-7/6	LOCATION: ARNG Training Site Command, Fort McCoy, WI
SALARY RANGE: GS-7, \$33,071 to \$42,993 annually GS-6, \$29,761 to \$38,694 annually	TYPE OF APPOINTMENT: Excepted

Also on our web site at: <http://dma.wi.gov/tech.asp>

(Multiple grades will be certified to the Selecting Supervisor for consideration. If appointment is made below the target grade (GS-7), non-competitive promotion action may be taken after certification by the Selecting Supervisor that the incumbent has adequately mastered the higher level(s) and the mandatory qualifications have been met).

REASSIGNMENTS, PROMOTIONS AND NEW APPOINTMENTS: The Federal Financial Management Act of 1994, SEC 402 ELECTRONIC PAYMENTS requires direct deposit to a financial institution for all Federal wage or salary payments that begin on or after 1 January 1995.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

*****INSTRUCTIONS FOR APPLYING - Please read this before you submit your application*****

Applicants will submit either a SF 171, OF 612 or Resume', which MUST include the following information:

(Incomplete applications will not be accepted)

- ? Job Opportunity Number
- ? Social Security Number, Country of membership
- ? Military affiliation (branch-current and previous, rank and experience or training related to the position apply for)
- ? Highest Federal Civilian grade held (include job series and date held).
- ? **For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) that you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.**
- ? High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). If you believe your education will help you qualify for this vacancy, include a copy of your transcript(s).
- ? Work Experience: Be sure to list the positions or employment pertinent to the position for which you are applying. Show actual dates (Month and Year) for all work experience submitted. Applicants must explain in their own words for all work experience acquired (do not attach copies of Position Descriptions). **DO NOT SUBMIT APPLICATIONS IN 3 RING BINDERS.**
- ? Other qualifications: Job related training courses, job related skills, job related certificates and job related honors such as awards, special accomplishments, memberships in professional organizations, etc.
- ? If you list acronyms please explain in detail what they are.
- ? Applications must have an original signature and current date. Resumes must have a signed and dated cover sheet attached..

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- ? Separate applications are required if applying for more than one Job Opportunity Announcement.
- ? Applicants should also submit DMA Form 181 or Standard Form 181.
- ? Applicants may submit DMA Form 20 and/or 21 to document military schools and address KSAs.

In order to be found qualified, applicants need to be able to show how they possess the General and Specialized experience requirements. Failure to demonstrate these experience requirements may result in disqualification. AFSC/MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.

HELPFUL HINTS TO ACHIEVE THE MAXIMUM CONSIDERATION FOR A POSITION: 1. Qualification determination will be based only on experience and education applicable to the minimum qualifications requirements listed on the announcement. Only experience related to the job will be considered. 2. Indicate all education related to the job. Place the number of hours or weeks for the military in-service courses, the number of clock hours, semester, or quarter hours for civilian education. College transcripts must be included to be given credit. 3. Sufficient narrative description of specialized experience required by the announcement must be provided. Insufficient information may result in disqualification of your application. 4. DD Form(s) 214 (if applicable) should be attached to the application. 5. Veterans preference does not apply to positions in this agency.

PRIOR TO APPOINTMENT SELECTED INDIVIDUAL MUST COMPLETE AND PASS A PREPLACEMENT PHYSICAL

Information should be sent to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, for registered or priority mail please send to the attention of the Technician Staffing Section at 2400 Wright St, Madison, WI 53704-2572.** All application material will become the property of the Human Resources Office and will not be returned or photo copied. Males born on or after 1 January 1960 must be registered with the Selective Service, otherwise they cannot be employed. *When circumstances may cause your application to arrive after the closing date you may fax or e-mail an exact and complete, signed copy of your application to the HRO. If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. Applications must be mailed at the applicant's own expense. Any questions may be directed to the Personnel Staffing Specialist at (608) 242-3722 or DSN 724-3722. Or Fax (608) 242-3726 or DSN 724-3726.*

MILITARY MEMBERSHIP REQUIREMENTS: This position can only be occupied by a commissioned officer, warrant officer, or enlisted person, or person eligible for commission/appointment/enlistment in the Wisconsin Army National Guard. Must be a U.S. citizen. **Military Grade:** Maximum grade available is O-3. Compatibility is any MOS in CMF 92. The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment. **Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules. Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT):**

REQUIRED QUALIFICATIONS

Each application must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. *Remember, only the experience and qualifications/education you show on your applications can be used to evaluate your qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired.* **General Experience:** Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc. Must have a valid Wisconsin State driver's license. **Must be qualified in system administration of SARSS System.** **Specialized Experience:** Must have GS-7: Twelve (12) months, GS-6: Nine (9) months of specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics.

- a. Knowledge of standard methods of receipt and material order documentation control and processing.
- b. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts and storage technique.
- c. Ability to establish and maintain effective work relationships.
- d. Knowledge of regulatory requirements governing and accounting for government property.
- e. Ability to research information.

Evaluation Method: All applicants will be initially screened against the general qualifications as indicated above and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the Specialized Experience.

Substitution of Education for Specialized Experience: Completion of 4 academic years of education in business or administration in an accredited college or university will satisfy the requirements for the GS-6 positions.

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Brief Description of Duties and Responsibilities: This position is located at the ARNG Training Site Command in the Army National Guard. Its purpose is to provide storage, and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems. Reviews existing stock catalogs, drawings, etc., for the purpose of identifying duplicate items already cataloged or otherwise recorded in the supply system. Assures production support for items requiring special handling. Maintains contact with program representatives and other offices on special program requirements. Reviews requisitions, supporting documents, and reference material to determine special supply action required.

Benefits Available: The following benefits are available under the Federal Civil Service System: Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years if appointment is at least 90 days, and paid Holidays.

DISTRIBUTION: E, S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}

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